



<b>Post Title:</b>	<b>Trust Finance Business Partner</b>
<b>Grade:</b>	N9 £43,421.00-£46,464.00
<b>Working pattern:</b>	1.0/0.8 Full-time equivalent
<b>Responsible to:</b>	Chief Financial Officer
<b>Job purpose:</b>	To provide high quality financial advice by offering technical coaching to stakeholders, resulting in driving growth and financial stability within the Trust

### **Job Description accountabilities:**

- To undertake work in one or more of the following areas:
  - Preparation of the monthly management accounts for the Trust, working with key stakeholders, using IRIS Financials
  - Driving the strategic objective of completing the annual budget and forecasting returns to the ESFA and the Trust Board, using IRIS Financial Planner
  - Assisting in the preparation of the Trust audited annual accounts and support the completion of statutory returns to official bodies as required by the Trust
  - Supporting in the Trust's internal assurance audits
  - Maintaining and developing accounting records and systems, including understanding and applying relevant statutory and professional requirements in order to prepare final accounts
  - Producing and analysing detailed statistical and management information from a range of sources
  - Providing financial support to capital projects for the Trust including the fixed asset register
  - Assisting in the review and implementing financial policies and procedures e.g. anti- fraud
  - Undertaking the maintenance and administration of the financial accounting systems in the Trust (IRIS Accounting and IRIS Financial Planner)
- To develop and implement innovative proactive and reactive solutions to accounting issues
- To work with the Trust CFO, finance partners and school stakeholders within the Trust to deliver a responsive and value adding service
- To coach and mentor staff on technical areas of work

- To support the Trust CFO to meet the Trust's business and service objectives
- To work with external and partner agencies as appropriate, including the external/internal auditors and HMRC

**General:**

- Promote and implement the Trust's equalities policies in all aspects of employment and service delivery
- Promote and safeguard the welfare of children and young people s/he comes into contact with
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the Trust's policies and procedures
- Promote understanding of the Trust's mission, vision and values and lead by example through outstanding professional conduct
- Plus any other ad hoc duties of similar responsibility and accountability

**Personal Specification:**

- Hold or working towards an accountancy qualification (e.g., ACCA, CIMA, ACA)
- A resilient attitude, with a strong work ethic in what can be a changing environment
- Experience of working in a small Finance team with a flexible workstyle, a "can do" work ethic and strong collaborative ethos
- Experience of producing monthly accounts, forecasts and budgets including creation of all required journals (prepayments, accruals, PAYE/NI, etc.)
- Experience of preparing and reviewing Balance Sheet reconciliations to support underlying accounting information
- Accounting and forecasting software/excel user experience to navigate management accounts. IRIS Accounting / Financial Planner experience preferred but not essential
- Excellent networking and stakeholder relationship building skills.
- Advanced excel knowledge and proficient Microsoft Office user